



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Headquarters	Staff Services Manager I	549-084-4800-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Office of Historic Preservation	Admin Chief	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Fiscal & Grants/Information Management	Sacramento, CA	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		CEA
POSITION DESCRIPTION		
<p>Under the general direction of the Deputy State Historic Preservation Officer, the incumbent coordinates and supervises the administrative functions and responsibilities of the Office of Historic Preservation, which includes all administrative areas (financial, personnel, etc.) as well as the maintenance of an inventory of historical resources in the state and the communications and outreach functions of the office. All of these functions are governed by federal and state law, regulations, and policies, and the incumbent is responsible for understanding and implementing or complying with these requirements. The incumbent is also responsible for working as part of the management team in the office to interpret, develop, and implement policies and procedures to ensure compliance with all federal and state administrative requirements. Additionally, the incumbent supervises staff assigned to carry out administrative duties in the office and coordinates with the other office supervisors on the relevant issues of their respective program responsibilities as it relates to administration of the office. Supervision of staff includes responsibility for training, performance appraisals, upward mobility, and other administrative tasks associated with a supervisor.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
25%	Responsible for general administrative duties of the Office of Historic Preservation and communicating with appropriate divisions in the Department of Parks and Recreation and the National Park Service about such issues as personnel (hiring, evaluation, timekeeping, etc.); equipment purchasing, tracking and maintenance; supplies purchasing; staff training; facilities issues; travel requirements and restrictions; and communicating with the director's office and agency (Governor's Office Action Requests, Legal Services Requests, and Director's Action Requests). These duties also include responsibility for keeping the OHP office open and staffing the OHP front desk.	
25%	As supervisor of the office's Fiscal and Grants Coordinator, has responsibility for all contracting and grant making by the office. This includes ensuring that all outgoing grants and contracts meet federal and state requirements. The incumbent is also responsible for overseeing incoming funding, including applying for grants and developing and administering subgrant programs. Fiscal and grants duties also include all required reporting for incoming and outgoing funding as required by federal and state agencies that are providing the funding. Responsibilities also include development and maintenance of the office's budget, working in conjunction with the management team in the office.	
25%	As supervisor of the office's Inventory Management program, has responsibility for overseeing the administration of the office's portion of the California Historical Resources Information System inventory of historical resources, including the processing of incoming information and the maintenance of existing	



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	information, whether it be in paper or digital form. Responsible for the office's records management and records retention schedules, correspondence chron file, and paperwork flow and processing in the office.	
20%	As supervisor of the office's Outreach and Communications Coordinator, works with the management of the office to produce and disseminate information about the office's programs for benefit of OHP's customers and the general public, including maintenance of the office's website and social media accounts. Oversees implementation of the office's Communications Plan and provides administrative assistance for educational programs, workshops, training, and conference participation. Responsibilities also include the office's History Day award program, Governor's Historic Preservation Awards program, and promotion for the California Main Street program.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
SPECIAL REQUIREMENTS:		
None		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE